



418006

BYGERT SEATING INCORPORATED
HAZARD COMMUNICATION PROGRAM

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HAZARD COMMUNICATION PROGRAM FOR DYGERT SEATING INC.

1. INTRODUCTION:

A. REGULATORY REQUIREMENT:

1. Employers shall develop and implement a written Hazard Communication program for their work places, which shall at least, describe how labeling and other forms of warning, material safety data sheets, and employee information and training will be met in compliance with OSHA standards as set forth in 29CFR 1910.1200. This program shall also include the following:

- a. A list of all hazardous materials known to be present in the workplace. The names of these materials shall be consistent with the names shown on the material safety data sheets.
- b. The method the employer will use to inform employees of the hazards associated with the materials used in the workplace and the hazards of non-routine tasks involving any hazardous materials in the workplace.
- c. The method the employer will use to inform outside contractor personnel of the hazardous materials to which they may be exposed while on company property and the necessary safety precautions to be taken for their protection.

B. STATEMENT OF COMPANY POLICY:

1. It is the policy of DYGERT SEATING INC. to provide a safe working environment for it's associates and all personnel who from time to time enter our facility. The guidelines and regulations included within this program shall be based upon established criteria by IOSHA as well as other regulatory associations.

2. It shall be the objective of this program to assure that each of our associates receives the necessary information and training so that they may work safely with all hazardous materials found in our workplace.

3. This program along with a training video tape shall be the primary means of communicating information regarding hazardous materials to our associates and others.

C. PROGRAM REVISIONS:

1. If, at any time, questions or comments arise, associates are encouraged to submit their concerns to their supervisor. Associate comments will then be acknowledged in writing and will be submitted to management for evaluation. Appropriate corrective actions if needed will then be taken to assure the continued effectiveness of this program.

2. This program shall be reviewed on an annual basis at which time any noted deficiencies shall be corrected. This program and included M.S.D.S. shall also be updated as new data becomes available regarding new or replacement chemical supplies are brought into the workplace.

2. PERSONNEL REQUIRED TO PARTICIPATE :

A. SCOPE AND APPLICATION:

1. This section requires that all chemical manufacturers or importers assess the hazards of the chemicals which they produce or import and that all employers in SIC CODES 20 through 39 in division D provide necessary information to their employees about the hazards involved with the chemicals to which they are or might be exposed by means of a Hazard Communication program. This program shall include container labeling and other forms of warning, Material Safety Data Sheets and other information and training.

2. This section applies to ANY ~~chemical~~ ^{material} which is known to be present in the workplace in such a manner that associates may be exposed under normal working conditions or in any foreseeable emergency condition.

B. STATEMENT OF COMPANY POLICY:

1. Due to the nature of hazardous materials and this company's regard to safety, it shall be the policy of DYGERT SEATING INC. to have all associates, company officers and all contract labor personnel participate in this program.
2. To assure that all persons who enter this facility are aware of the hazardous materials which are located within this facility and to provide the necessary information for the constant safety of these persons.

3. LOCATIONS OF HAZARDOUS MATERIALS:

A. REQUIREMENTS:

1. A list of all hazardous materials known to be present in the workplace shall be kept indicating the area or areas in which these materials are to be stored or used. This list may be compiled for and displayed either for individual work areas or for the facility as a whole.

B. STATEMENT OF COMPANY POLICY:

1. It shall be the policy of DYGERT SEATING INC. to identify and mark the locations where hazardous materials are used, stored or transported. This shall be accomplished by means of a master list in each buildings M.S.D.S. book.

C. PROGRAM REVISIONS:

1. Each supervisor shall tour his or her respective work area on a monthly basis to determine whether or not any areas contain a hazardous material. This information shall then be reconciled against the MASTER CHEMICAL LIST which is contained in this program. If at any time new hazardous materials appear which are not indicated on the MASTER CHEMICAL LIST the list shall be immediately updated and affected associates shall be informed of such change or the material MUST BE REMOVED from the workplace.

*Please refer to
"Chemical" to read
materials*

4. CHEMICAL INVENTORY:

A. REQUIREMENTS:

1. A list of all hazardous materials known to be present in the workplace shall be compiled and made available to all associates and contractors.

B. STATEMENT OF COMPANY POLICY:

1. It shall be the policy of DYGERT SEATING INC. to list all of the chemicals currently in use in this facility and said list shall be kept and made available to all persons who desire to see it.

C. PROGRAM REVISION:

1. This listing of chemicals present shall be reviewed weekly and shall be revised as necessary. It shall also be the responsibility of each supervisor to notify this programs administrator of any new hazardous materials which arrive at his or her respective work area.

5. HAZARDOUS MATERIALS CONTAINER LABELING:

A. REQUIREMENT:

1. Labels and other forms of warning;

- a. The chemical manufacturer, importer or distributor shall insure that each container of a hazardous material is labeled or marked with the following information

1. Identity of the hazardous material or materials in the container.
2. The appropriate hazard warnings.
3. The name and address of the chemical manufacturer, importer or other responsible party.

- b. This facility employer shall in turn assure that each container in the workplace is properly labeled, tagged or marked with the following:

1. The identity of the hazardous material or materials within each container.

2. The appropriate necessary hazard warnings for these materials.

c. The employer may use signs, placards, process sheets, tickets or other such written materials in lieu of affixing labels to an individual stationary process container. This may be done as long as the alternative method identifies the container to which it is applicable and contains all the previously mentioned information.

d. The employer is required to label portable containers into which hazardous materials are transferred from labeled containers unless they are intended only for the use of the associate who performs the transfer and the material in the portable container will be used within his or her work shift.

e. The employer or associates shall not deface or remove existing labels from containers of hazardous materials. An unreadable label shall be replaced with a new label which contains the necessary information at which time the old unreadable label may be removed.

B. STATEMENT OF COMPANY POLICY:

1. It shall be the policy of DYGERT SEATING INC. to label all hazardous materials containers with the identity and hazard warnings applicable for each container in compliance with the above requirements.

2. All labels and information shall be written in English. If at some time in the future the company employs persons who are unable to read English, the information shall be added to the label in the associate's native language.

3. Incoming shipments of hazardous materials shall be checked against the bill of lading by the receiving department for the appropriate labeling information. If labeling is inadequate the proper label shall be affixed to the container. The original label may then be removed in order to avoid any possible confusion.

4. All hazardous materials containers and their associated pipe supply lines shall be labeled in such a manner as to be visible from all directions.

C. PROGRAM REVISIONS:

1. All containers shall be checked on a monthly basis. If labeling is found to be inadequate, corrective actions shall be taken immediately. Associates shall be trained to report such inadequacies to their supervisors immediately upon their detection.

6. MATERIAL SAFETY DATA SHEETS:

A. REQUIREMENTS:

1. All chemical manufacturers and importers shall develop a Material Safety Data Sheet for each of the hazardous materials they produce or import. These M.S.D.S. shall be made available to each facility which utilizes said hazardous materials. The employer of each facility utilizing these hazardous materials shall make available to it's associates copies of these M.S.D.S. during all normal working hours.

B. STATEMENT OF COMPANY POLICY:

1. It shall be the policy of DYGERT SEATING INC. to provide accurate up to date Material Safety Data Sheets for all hazardous materials obtained and to review and update these M.S.D.S. no less than monthly.

a. When new or updated M.S.D.S. are received they will be reviewed for accuracy then distributed to the pre-determined location for associates use. First time use of a hazardous material shall not begin until an accurate M.S.D.S. is received and filed.

b. Material Safety Data Sheets shall be kept in the break area for each building along with a master copy which shall be kept by the safety director.

c. These copies of the M.S.D.S. shall be made available to all associates and visitors during normal facility operating hours.

7. ASSOCIATE TRAINING AND INFORMATION:

A. REQUIREMENT:

1. Employers shall provide associates with information and training on hazardous materials in their workplace at the following times:

a. Initial assignment and during annual merit wage review..

b. Whenever a new hazard is introduced into the workplace.

c. Whenever the associates duties change which causes exposure to different materials.

d. When required to perform a non-routine work task with which an unfamiliar material may be encountered.

B. STATEMENT OF COMPANY POLICY:

1. It shall be the policy of DYGERT SEATING INC. to inform all associates of any operation in their work area where hazardous materials are present.
2. The location and availability of the written Hazard Communication program including the required list of hazardous materials and M.S.D.S. information shall also be made known to all associates.
3. Training content shall include;
 - a. Training shall be accomplished by means of both written materials and video taped information.
 - b. Training shall include methods and observations that may be used to detect the presence or release of hazardous materials in the workplace such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous materials when being released.
 - c. Training shall include the physical and health hazards of the materials used in the workplace.
 - d. Training shall cover the measures associates should take to protect themselves from these hazards including specific procedures the employer has implemented to protect associates from exposure to hazardous materials. These procedures shall include appropriate work practices, emergency procedures and personal protective equipment to be used.
 - e. Also covered in associate training shall be the details of the Hazard Communication program developed by the employer including an explanation of the labeling system and the M.S.D.S. and how associates can obtain and use the appropriate hazard information.
 - f. Finally the training of associates should be documented and said documentation should be kept in each associate's personnel file.

8. OUTSIDE CONTRACTOR EMPLOYEES:

A. TRAINING CONTENT:

1. All outside contractual employees shall be instructed of any hazardous materials that they might encounter in the course of their work while on company property. This instruction shall include the information listed above and shall be administered by the company safety director.

9. NON-ROUTINE TASK ASSIGNMENTS:

A. Whenever associates are required to perform hazardous non-routine tasks such as cleaning tanks, entering of confined spaces, etc. special training shall be given to inform them of the hazardous materials and or conditions to which they might be exposed and the proper precautions to take to reduce or avoid such exposure. This special training shall be conducted by the company safety director.

PERSONNEL RESPONSIBILITIES UNDER THIS PROGRAM

PLANT MANAGER:

To assure that Material Safety Data Sheets are available to all associates and to assure that a M.S.D.S. is on file for each hazardous material at the facility.

To assure that the list of hazardous materials is current.

To assure that associate training has been completed.

To assure that all containers of hazardous materials are properly labeled.

To assure that outside contractual employees are aware of the dangers that exist in our facility.

To assure that associates are informed of the dangers which are associated with non-routine task assignments.

To assure that M.S.D.S. are accurate and complete.

To assure that the written Hazard Communication Program is updated and available for associates to review.

To assure that all associates use required personal protective equipment.

SUPERVISORS:

To assure that associates are properly trained for his or her respective work area.

To tour his or her respective work area to assure that all containers are properly labeled and that no new materials have entered the area without proper procedures having been followed. Inspection shall take place at least once per month.

To assure that associates are informed of the dangers which are associated with non-routine tasks.

To assure that all associates use proper personal protective equipment as required.

RECEIVING DEPARTMENT:

To assure that all materials received are properly labeled according to shipment documentation before accepting delivery.

ASSOCIATE'S RESPONSIBILITIES:

To review M.S.D.S., the written Hazard Communication program, and the list of hazardous materials for their respective work areas.

To label all secondary containers they use in accordance with the requirements of this program.

To use all personal protective equipment as required by company policy.

To ASK QUESTIONS if they are unsure about any of the materials or equipment they use.

PURCHASING DEPARTMENT:

To inform plant manager, supervisors, and safety director of new materials upon their arrival.

To obtain M.S.D.S. for all new materials before they are introduced into the work area and distribute these M.S.D.S. to the safety director.

To obtain updated M.S.D.S. as required.

SAFETY DIRECTOR RESPONSIBILITIES:

To administer, monitor, and maintain this written program.

To update M.S.D.S. when necessary.

To revise the written program as needed and to provide training at required times.

To be available to answer the concerns of associates.

HAZARDOUS CHEMICAL EXEMPTIONS

Under current OSHA regulations, the following items are exempted from the M.S.D.S. requirements.

Regulated hazardous wastes.

Tobacco and tobacco products.

Wood and wood products.

Articles.

Food, drugs, cosmetics, or alcoholic beverages in a retail establishment which are packaged for sale to the consumer.

Food, drugs, or cosmetics intended for personal consumption by associates while in the workplace.

Any substance to the extent it is used for personal, family, or household purposes, or is present in the same form and concentration as a product packaged for distribution and use by the general public.

Any drug regulated by the U.S. FDA in the nonmanufacturing sector.

CONTAINER WARNING LABELING EXEMPTIONS

The following chemicals are exempt from the labeling requirements of the rule under current OSHA regulations.

Pesticides whose labels are regulated by the EPA under the FIFRA regulations.

Foods, food additives, color additives, drugs, cosmetics, and medical devices including materials intended for ingredients in such products, whose labels are regulated by the FDA under the FDCA regulations.

Non-industrial distilled spirits, wine or malt beverage whose labels are regulated by the BATF under the FAAA regulations.

Consumer products subject to product safety standards or whose labels are subject to the CPSC under the CPSA regulations, and certain laboratory materials.

The following is an explanation of how to read and utilize the information found contained in a M.S.D.S. Each section is explained in detail as to the information involved and as to what use you can make of this information. For our purposes the M.S.D.S. chosen is for a material which is actually found in our workplace.

PAGE HEADING The area at the top of the first page of a M.S.D.S. will tell you the name and address of the chemical manufacturer. If you have any questions which you feel are not answered satisfactorily by the M.S.D.S. you can contact the manufacturer to obtain the information.

Also found at the top of the page is an emergency phone number. This is the number that you can call in an emergency situation for information regarding such things as a fire involving the chemical or a person who has been exposed to the chemical and has become ill.

Other information which may be included in this area is the labeling data. The H.M.I.S. labeling data will also be found on the chemical container. This information will tell you the degree of the chemical's possible adverse reactions with persons or surrounding environment. H.M.I.S. labeling is broken down into three categories; HEALTH, REACTIVITY, and FLAMMABILITY. Each of these categories are then rated from 0 to 4 with 0 being the least adverse.

SECTION ONE This section contains information on the type of product, the date the M.S.D.S. was prepared, the product name, synonyms for the product name, and again the possibility of the H.M.I.S. labeling data. This information is all used to help identify the material.

SECTION TWO This section will contain any hazardous ingredient information. The information here will include the name of the ingredient, it's registry number, and the various exposure level limits. This information is used primarily for the evaluation of testing result information.

SECTION THREE This section will contain any available health hazard information such as the effects of overexposure to the chemical by inhalation, absorption, ingestion, or others. This section will also give possible indicators to help you to determine if you have been overexposed.

SECTION FOUR The information in this section will advise you of possible first aid treatments for overexposure through any of the entry methods described in section three.

SECTION FIVE This section will give various physical data information of the chemical. This information will include such items as boiling point, vapor pressure, density, specific gravity, melting point, volatile percentage, and the appearance and odor of the chemical. This information will help you to evaluate the substance as to whether it is lighter or heavier than air or water, at what temperature the chemical will turn into vapor, and what the chemical looks and smells like.

SECTION SIX This section covers any fire and explosive information involving the chemical. It will tell you the temperature at which the chemical will ignite or explode. It will also tell you what to use to extinguish a fire involving the chemical and any special information about the chemical if it is involved in a fire.

SECTION SEVEN This section gives you information about the stability of the chemical. This section will tell you if there are any conditions or other substances that will react with the chemical.

SECTION EIGHT This section tells you what to do in the event that the chemical is spilled and how to clean and dispose of the spill.

SECTION NINE This section will give you specific information about your personal protection when using the chemical. It will tell you the recommended personal protective equipment and procedures to help avoid overexposure to the chemical.

SECTION TEN This section gives information about any special precautions to be taken in handling and storage of the chemical.

This is a typical M.S.D.S. form used by many chemical manufacturers. There are many forms used which are not identical in layout but all will contain the same information. If you are seeking information about a chemical and you are unsure about how to read a different M.S.D.S. format please feel free to ask for assistance.

COPIES OF M.S.D.S. FOR EACH CHEMICAL USED IN OUR WORKPLACE ARE AVAILABLE TO ANYONE WHO REQUESTS ONE. PLEASE FILL OUT AN M.S.D.S. REQUEST FORM AND GIVE IT TO YOUR SUPERVISOR OR THE SAFETY DIRECTOR AND THE COPY WILL BE PROVIDED TO YOU.

*******DO NOT REMOVE THE COPY FROM THE M.S.D.S. BOOK*******

SOMEONE ELSE MAY NEED THAT COPY FOR AN EMERGENCY.

MATERIAL SAFETY DATA SHEET REQUEST

NAME: _____ DEPT. _____

DATE: _____ PRODUCT NAME: _____

PLEASE PROVIDE A COPY OF THE M.S.D.S. FOR THE
ABOVE NAMED SUBSTANCE.

DATE RECVD: _____ RECVD. BY: _____

COPY ISSUED: _____ ISSUED BY: _____

I ACKNOWLEDGE RECEIPT OF M.S.D.S.

DATE: _____ ASSOCIATE: _____

GLOSSARY OF TERMINOLOGY USED IN THIS PROGRAM

ACGIH The American Conference of Governmental Industrial Hygienists.

ACTION LEVEL The exposure level at which certain OSHA regulations 29CFR 1910.1001 - .1047 take effect.

CEILING The maximum OSHA allowable associates exposure level.

CFR Code of Federal Regulations.

CHEMICAL/MATERIAL Any element, chemical compound or mixture of elements and/or compounds.

CONTAINER Any bag, barrel, box, bottle, can, cylinder, drum, reaction vessel, storage tank, or the like which contains a hazardous material.

EMPLOYEE/ASSOCIATE A worker employed by an employer in a workplace in SIC CODES 20 through 39 who may be exposed to any hazardous materials under normal operating conditions or in any foreseeable emergency. These workers include but are not limited to production workers, line supervisors, and repair or maintenance personnel. Office workers, grounds maintenance personnel, security personnel or non-resident management personnel are not generally included unless their job performance routinely involves potential exposure to the hazardous materials.

EMPLOYER A person or persons engaged in a business within SIC CODES 20 through 39 where chemicals are either used or are produced for use and distribution.

EXPOSURE Contact by an associate with a hazardous material in the course of his or her employment through any route of entry such as inhalation, ingestion, skin contact, etc. and also includes any potential exposure.

FIBERS Any fiber longer than 5 micrograms and with an aspect ratio equal to or greater than 3:1 per cubic centimeter.

FORESEEABLE EMERGENCY Any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment which could result in an uncontrolled release of a hazardous material into the work area.

FR Federal Register.

HAZARD WARNING Any words, pictures, symbols, or combination thereof appearing on a label or other appropriate form of warning which convey the hazards of the material in the container.

HAZARDOUS CHEMICAL OR MATERIAL Any chemical which is a physical hazard or a health hazard.

HCS OSHA's Hazard Communication Standard 29CFR 1910.1200.

IARC International Agency for Research on Cancer.

IDENTITY Any chemical or materials common name which is indicated on the Material Safety Data Sheet or container label for the chemical or material. The identity used shall permit cross references to be made among the required list of hazardous chemicals, the label and the M.S.D.S.

MCG/M3 Approximate milligrams of substance per cubic meter of air.

MPPCF Millions of particles per cubic foot of air.

M.S.D.S./ MATERIAL SAFETY DATA SHEET The written or printed material concerning a hazardous material which is prepared in accordance with paragraph "g" of IOSHA section 1910.1200.

NFPA National Fire Prevention Association.

NOC Not otherwise classified.

NTP National Toxicology Program.

OSHA/ IOSHA Occupational Safety and Health Administration / Indiana Occupational Safety and Health Administration.

PEL Permissible exposure limit.

PPB Parts per billion.

PPM Parts per million.

RESPONSIBLE PARTY Someone who can provide additional information on the hazardous material and appropriate emergency procedures, if necessary.

STEL Short term exposure limit.

TLV Threshold limit value.

TWA Time weighted average.

WORK AREA Any room or defined space in a workplace where hazardous materials are produced or used, and where associates are present.

WORKPLACE An establishment at one geographical location containing one or more work areas.

HAZARD COMMUNICATION PROGRAM

COMPREHENSION TEST

The purpose of this test is to determine your understanding of the Hazard Communication Program and the Material Safety Data Sheets. Read each question carefully then circle the answer you feel is correct.

1. The purpose of the Hazard Communication Program is to:
 - a. Provide information regarding the chemicals used in this company and their possible health hazards to you.
 - b. Provide information regarding the chemicals used in this company and their possible health hazards to visitors.
 - c. Make sure all chemical containers are labeled to tell what substance is in them.
 - d. All the above.
2. If you have been exposed to a hazardous substance you should:
 - a. Forget about it.
 - b. Tell your coworkers.
 - c. Report it to your supervisor.
 - d. Wait to see if you get sick.
3. What is the maximum OSHA permissible exposure level (PEL) for methylene chloride?
 - a. 100 ppm.
 - b. 150 ppm.
 - c. 500 ppm.
 - d. 50 ppm.
4. Where can you find information about a chemical regarding its possible health hazards?
 - a. The product container label.
 - b. The product M.S.D.S.
 - c. The product's manufacturer.
 - d. All the above.
5. If a chemical is spilled on the floor you should:
 - a. Sweep it into a drain.
 - b. Wipe it up with a rag.
 - c. Check the M.S.D.S. for clean up information.
 - d. Tell people not to step in it.

6. If a chemical's vapor density is listed as 4.0 this means:
- It is lighter than air and will rise to the ceiling.
 - It is heavier than air and will fall to the floor.
 - It will mix evenly with air and not be a problem.
 - It will not mix with water.
7. A chemical with a health rating of 4 means that:
- The chemical is ok to drink.
 - The chemical is lighter than water.
 - The chemical is a severe health hazard.
 - The chemical is of minimal health hazard.
8. If you read a M.S.D.S. you will:
- Be protected from exposure to a chemical.
 - Have the knowledge to protect yourself against exposure to a chemical and it's effects.
 - Be a chemical engineer.
 - All the above.
9. It is permissible to remove a chemical from it's container and use the container for another substance providing you:
- Rinse the container with water first.
 - Remove the old label from the container.
 - Apply a label with the new substance listed.
 - None of the above.
10. A chemical with a high flash point:
- Will help you take a good picture.
 - Will not burn.
 - Will ignite at a high temperature.
 - Will mix well with water.

Associate signature: _____

Date: _____

O.S.H.A. GUIDELINE FOR
HAZARDOUS MATERIALS
EVALUATION

THE FOLLOWING QUESTIONS MUST BE EVALUATED FOR EACH
SUBSTANCE, MATERIAL, OR CHEMICAL FOUND TO BE PRESENT
IN THE WORKPLACE TO DETERMINE THE NECESSITY OF
APPROPRIATE M.S.D.S. INFORMATION.

HAZARDOUS MATERIAL EVALUATION DATA SHEET

MATERIAL: _____ CAS # _____
 EVALUATOR: _____ DATE: _____

A. Does the material appear on:

OSHA 29CFR 1910.1000 or subpart Z.	yes	no
ACGIH List	yes	no
NTP List	yes	no
IARC List	yes	no

B. Does the material have any of the following characteristics:

Flash point at or below 200 degrees F.	yes	no
Give off flammable vapors	yes	no
OSHA PEL/TLV at or below 400 ppm.	yes	no
Fumes TLV of 15mg. 1m.	yes	no
Dust less than 25 mppcf of air	yes	no
Subject to polymerization with high energy release	yes	no
Oxidizing agent	yes	no
Reducing agent	yes	no
Cause 1st. degree burns at short exposure times	yes	no
Systemic toxic by skin contact	yes	no
Produce dust, gas, smoke, mist, fumes under normal operation with any of the characteristics above	yes	no
Skin sensitizer	yes	no
Respiratory sensitizer	yes	no

Oral LD/50 <500 mg./1kg.	yes	no
Inhalation LC/50 <2000 ppm.	yes	no
Skin LD/50 <1000 mg./1kg.	yes	no
Regulated or suspected carcinogen	yes	no
Moderately irritating to eyes	yes	no
React violently with water	yes	no
Compressed gas	yes	no
Explosive	yes	no
Organic peroxide	yes	no
Pyrophoric	yes	no
Flammable with moderate heat	yes	no
Require special fire fighting methods	yes	no
Corrosive	yes	no
Toxic	yes	no
Irritant to eyes, skin or lungs	yes	no
Reproductive toxin	yes	no
Hepatotoxin	yes	no
Neurotoxin	yes	no
Nephrotoxin	yes	no
Act on hepatopocytic system	yes	no
Contain a hazardous material => 1.0%	yes	no
Contain a carcinogen => 0.1%	yes	no
H.M.I.S. rating of any category => 2	yes	no

If one or more of the preceeding questions were answered yes a Material Safety Data Sheet must be on file and labeling prepared per OSHA standard procedure. If all questions were answered no the material is considered non-hazardous by definition in the OSHA standard and the material should be added to the list of materials considered NON-HAZARDOUS.

ASSOCIATE'S ACKNOWLEDGEMENT OF TRAINING

I HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED TRAINING BY MY
EMPLOYER IN THE FOLLOWING AREAS ON THE DATES INDICATED.

SUBJECT OF TRAINING	DATE	TRAINING BY
HAZARD COMMUNICATION PROGRAM		
EMERGENCY PREPAREDNESS PROGRAM		
LOCK OUT TAG OUT PROGRAM		
BLOODBORNE PATHOGENS PROGRAM		

I FURTHER UNDERSTAND THAT THE TRAINING PROVIDED TO ME BY
THE COMPANY IS FOR MY BASIC UNDERSTANDING IN THESE AREAS AND
THAT IF THERE ARE ANY SPECIFIC AREAS IN WHICH I HAVE QUESTION
IT IS MY RESPONSIBILITY TO ASK THESE QUESTIONS AND OBTAIN THE
INFORMATION NEEDED.

SIGNATURE OF ASSOCIATE: _____

WITNESS SIGNATURE: _____

DYGERT SEATING INC.
ASSOCIATE
EXPOSURE REPORT

NAME: _____ EXPOSURE DATE: ____/____/____
ADDRESS: _____ EXPOSURE TIME: ____:____ AM ____ PM
CITY: _____ STATE: _____ ZIPCODE: _____
OCCUPATION: _____ DEPT: _____
DATE OF BIRTH: ____/____/____ SOC. SECURITY NUMBER: _____

TYPE OF EXPOSURE: _____

DESCRIBE HOW EXPOSURE OCCURED: _____

DESCRIBE EXPOSURE TREATMENT: _____

WAS EXPOSED PERSON? SENT TO DOCTOR HOSPITAL -If yes attach medical report.

NAME OF PHYSICIAN: _____ INIT: POLUP
ADDRESS: _____ DATE: ____-____-____
CITY: _____ STATE: _____ DATE: ____-____-____
TELEPHONE: ____-____-____ DATE: ____-____-____
DATE OF RELEASE: ____-____-____

WAS ASSOCIATE PLACED ON RESTRICTED DUTY yes no
DESCRIBE STEPS TAKEN TO CORRECT EXPOSURE INCIDENT POSSIBILITY: _____

DATE OF REPORT: ____-____-____ REPORT BY: _____
TITLE: _____

This space for additional comments: _____

SPECIFIC METHOD OF TRAINING:

1. A twenty minute commercially made video will be viewed.
2. A question and answer period will follow viewing of the video.
3. Distribute handout copies of M.S.D.S. for the adhesive used in stuffing and installation departments, sample container label, M.S.D.S. and the M.S.D.S. request form.
4. Give verbal instruction describing the location of our company's written copy of the Hazard Communication Program.
5. Give verbal instruction describing the location of the M.S.D.S. book.
6. Explain that although the company is required by law to give this training session the company policy on health and safety would require the training.
7. Verbally describe each section of the M.S.D.S. which was given to each associate explaining the information found in each section, it's importance, and how it can be used to help protect every associate from overexposure to hazardous materials and what to do in an emergency situation.
8. Pause for discussion or questions and answers.
9. Verbally describe the sample container label and the information available on it.
10. Inform associates how to use the M.S.D.S. request form and that any copies requested will be issued within 24 hours after the request is received.
11. Inform associates that if after reading container label and Material Safety Data Sheet they are still uncertain about or don't understand anything they have read to please ask for assistance.
12. Inform associates of the various hazardous materials which are known to be located in their specific work areas.
13. Pause for brief question and answer period.
14. Distribute test papers and instruct associates to read the questions carefully before marking their answers. Also instruct them that they should use the sample M.S.D.S. given to them for some of the information requested on the test.

15. After associates have completed their tests go over answers and review any question missed.
16. Distribute associate training acknowledgment form and instruct associates to date and sign the form.
17. Allow final question and answer period before instructing associates to return to work. Thank associates for their attention and remind them that if they are in doubt always ASK FIRST.
18. Sign acknowledgment form as witness, and place each in respective associate's personnel file. Enter names and date of training into computer for record and future update training referral.

MASTER LIST OF HAZARDOUS MATERIALS

LOCATION	MATERIAL IDENTITY	F	H	R	MANUFACTURER
STUFFING	ADHESIVE 30141-NFT	1	2	0	CHEM TECH INC.
INSTALLATION	ADHESIVE 30141-NFT	1	2	0	CHEM TECH INC.
ENGINEERING	ADHESIVE 30141-NFT	1	2	0	CHEM TECH INC.
STADIUM SEATING	ADHESIVE M-6302	3	2	0	UNIROYAL CORP.
ALL	AEROSOL SILICONE	4	2	0	BENDERS WHOLESALE
ALL	CV LEAD FREE INK	2	2	0	MARK-TEX CORP.
ALL	AEROSOL SILICONE	3	2	1	IMPERIAL ADHESIVES
ALL *LIFT TRUCK	PROPANE	4	1	1	AIRCO
ALL *LIFT TRUCK	CARBON MONOXIDE	0	2	2	LIFT TRUCK EXHAUST FUMES
STEEL DIVISION	MD-68 WAY OIL	1	1	0	YODER OIL CORP.
STEEL DIVISION	UNAX AW 32 OIL	1	0	0	YODER OIL CORP.
STEEL DIVISION	1620 ANTI SPATTER	0	3	0	WELCO
STEEL DIVISION	ARGOSHIELD GAS	0	1	0	AIRCO
STEEL DIVISION	ARGON	0	1	0	AIRCO
STEEL DIVISION	CARBON DIOXIDE	0	2	0	AIRCO

HAZARD CATEGORY	HAZARD	RATING
F FLAMMABILITY	1 MINIMAL	4 EXTREME
H HEALTH	2 SLIGHT	
R REACTIVITY	3 SEVERE	

MASTER LIST OF HAZARDOUS MATERIALS

LOCATION	MATERIAL IDENTITY	F	H	R	MANUFACTURER
STEEL DIVISION	ACETYLENE	4	1	2	AIRCO
STEEL DIVISION	LACQUER THINNER	3	2	0	PAINT SPOT
STEEL DIVISION	OXYGEN *OXIDIZER*	0	1	1	AIRCO
STEEL DIVISION	BLACK SPRAY PAINT	4	2	0	BENDERS WHOLESALE
STEEL DIVISION	SAE 30 MOTOR OIL	1	1	0	YODER OIL CORP.
STEEL DIVISION	TOLUENE	3	2	0	PAINT SPOT
MAINTENANCE	HD 68 WAY OIL	1	1	0	YODER OIL CORP.
MAINTENANCE	UNAX AW 32 OIL	1	0	0	YODER OIL CORP.
MAINTENANCE	RAC 50 OIL	1	1	0	YODER OIL CORP.
MAINTENANCE	LACQUER THINNER	3	2	0	PAINT SPOT
MAINTENANCE	METHYLENE CHLORIDE	1	2	0	PAINT SPOT
MAINTENANCE	BLACK SPRAY PAINT	4	2	0	BENDERS WHOLESALE
MAINTENANCE	SAE 30 MOTOR OIL	1	1	0	YODER OIL CORP.
MAINTENANCE	POWER DEGREASER	0	2	0	ESSENTIAL INDUSTRIES
MAINTENANCE	PARABOND ADHESIVE 1535	1	3	1	PARACHEM. SOUTHERN

HAZARD CATEGORY	HAZARD	RATING
F FLAMMABILITY	1 MINIMAL	4 EXTREME
H HEALTH	2 SLIGHT	
R REACTIVITY	3 SEVERE	

MASTER LIST OF HAZARDOUS MATERIALS

LOCATION	MATERIAL IDENTITY	F	H	R	MANUFACTURER
SEWING	SPECIAL GRADE A OIL	1	1	0	CONSUMERS OIL CO.
FRAME R and D	DYKEM STEEL RED DYE	2	1	0	DYKEM FLUID PRODUCTS
MAINTENANCE	GENERAL PURPOSE CLEANER	0	0	0	PROSO CO. INC. 1-100-FLUID-PAK
MAINTENANCE	HEAVY DUTY DEGREASER	0	0	0	PROSO CO. INC. 1-100-FLUID-PAK
MAINTENANCE GERBER MOVIE	NYE RHEOLUBE 377	1	2	0	NYE CHEM. F. NYE CO. 501-996-6721
MAINTENANCE	EXXOL HEPTANE (UNSEAL)	3	2	0	SEAL PRODUCTS 202-729-5201
	TOUCH UP PAINT (WATER BASE)	0	1	0	SEYON COMPANY LEATHER DIV. 814-735-2937

HAZARD CATEGORY	HAZARD	RATING
F FLAMMABILITY	1 MINIMAL	4 EXTREME
H HEALTH	2 SLIGHT	
R REACTIVITY	3 SEVERE	